

Minnesota Board of Nursing Auto Verification Service

The Minnesota Board of Nursing's Auto Verification service enables subscribers to get information about the status of any registered nurse or licensed practical nurse with a license in Minnesota. After signing up for the service, subscribers receive an email sent either daily, weekly, or monthly which lists selected changes to the licensees' records.

Changes tracked

The service will notify subscribers when the following changes are made to a licensee's record:

- License expires
- License is renewed
- Disciplinary action is taken
- Disciplinary action is resolved
- Name change requested by licensee is submitted
- Renewal of advanced practice registered nurse certification*
- Expiration of advanced practice registered nurse certification*

(*Advanced practice registered nurses include certified nurse practitioners, clinical nurse specialists, certified registered nurse anesthetists, and certified nurse-midwives.)

Subscription Levels

Subscribers are charged a fee based on the number of licensees included in the subscription. The current subscription levels and fees are:

<u>Cost</u>	<u>Number of licensees tracked</u>
\$100	1-100 Licenses
\$225	101-500 Licenses
\$350	501-1000 Licenses
\$475	1001-2000 Licenses
\$600	2001-3000 Licenses
\$725	3001-4000 Licenses
\$850	4001-5000 Licenses
\$1000	5000+ Licenses

A subscription lasts for one year from the date that the subscription payment is received by the Board of Nursing. During the year, subscribers can add and delete licensees from the subscription. (The maximum number of licensees in a subscription is the number of licensees tracked at any one time.)

Becoming a subscriber

Subscribers who can submit payment using a Visa or MasterCard credit or check card, follow the instructions in the "Auto Verification Service – Online Registration" section. If a credit card cannot be used, contact the Board at 612-617-2270 to set up the subscription.

Auto Verification Service – Online Registration

If you can use a Visa or MasterCard credit or check card to submit payment for the auto verification service fee, you can register for the Auto Verification service using the Board's website.

To register online for the Board's auto verification service:

1. On the Board's Online Services Log In page, click "New Users Register Here" to create a profile and password as a Public User if you are new to the site. Otherwise, use your existing Public User login and password.
2. On the next page, click the link to "Verification Services".



3. The Auto Verification Service home page appears. Click the "Register for MBN Auto Verification" link.
4. Verify that you can pay for the service with a Visa or MasterCard credit or check card with a U.S. billing address, and select your subscription level.
5. On the Review Information page, check the box to confirm that the subscription level you have selected is correct.
6. The Payment page will display your total payment amount. When you click the "Continue to US Bank" button, you will be taken to the USBank website to enter your credit card transaction.

Adding Licensees to a Subscription

After a successful subscription payment has been received, subscribers can select the licensees that they wish to track and select subscription options, including recipients and frequency of updates.

To configure the subscription:

1. Log in as a Public User. (Subscribers paying by check will receive login information from the Board of Nursing.)
2. Click the link to Verification Services (the same link as in step 2 in the previous section).
3. The Auto Verification Service home page displays your subscription level and subscription expiration dates. You can change the recipients and frequency of email updates by clicking the "Set up Verification Settings" link.

Auto Verification Service

Level: 1-100 Licensees
Expiration Date: 10-12-2007
Recipients: david.jacobsen@state.mn.us
Frequency: Daily

[Set up Verification Settings](#)

Total number of licenses in Subscription: 12 Licensees

[Add Licensee Records to Subscription](#) [Search Licensee Records in Subscription](#)

4. To enter additional email addresses, place a semicolon and space after each email address. Use the drop-down box to select whether you would like your notifications sent daily, weekly (on Monday mornings), or monthly (on the first of each month). Click Update to save your changes and return to the Auto Verification Service home page.

Subscriber Email Address:
Email Frequency: *Weekly updates are sent out on Sunday, Monthly updates are sent on the 1st of the month
[Update](#) [Cancel](#)

5. To add licensees to your subscription, click "Add Licensee Records to Subscription".

Add License to Subscription

License Type:

License Number: -

[Look Up License](#) [Cancel](#)

The licensee's information is displayed below. Review and click 'Add This License' to add the licensee to your subscription.

License: RN 12345 - 3
Name: MILDRED ETHEL ROBERTSON
Date of Birth: 02-27-1910
[Add This License](#)

You need to know the license type and license number for each individual that you wish to track. (If you do not know the individual's license number, you can try to search for their record using the Board's licensure verification service.)

6. You can use the "Search Licensee Records in Subscription" link on the Auto Verification Service home page to look up licensee records that you have already entered in your subscription.

Search Licenses from MN Board of Nursing

Enter as much search criteria as possible, and click Search. You must enter at least one of the criteria. You may use * as a wildcard for the name fields.

Last Name: First Name:

License Type: License Number:

Renewal Period: / Renewal Status: ☒ All ☐ Due ☐ Renewed ☐ Overdue

[Search](#)

[Back To Verification Summary](#)

Results showing records 1 - 1 of 1

* <input type="checkbox"/>	Last Name	First	Middle	Birth Date	License Number	Expire Date	Change
<input checked="" type="checkbox"/>	ROBERTSON	MILDRED	ETHEL	02-27-1910	R 12345-3	12-31-1967	X

Notifications

All notifications are sent out at 1:00 am Central Time. On the first day that you are scheduled to receive an update, all recipients will receive two email messages. The first is a message that confirms that the email address will be included in the subscription. The second is a message that lists all licensees entered as part of the subscription, along with the current licensure status of the licensee. ("****" indicates that the license is expired.)

From: MN Board of Nursing [Nursing.Board@state.mn.us]
To: mark@lynmark.com; David.Jacobsen@state.mn.us
Cc:
Subject: MN Board of Nursing - Auto Verification Welcome Message

Thank you for subscribing to the Auto Verification service.

You can make changes to your subscription settings at any time.

From: MN Board of Nursing [Nursing.Board@state.mn.us]
To: mark@lynmark.com; David.Jacobsen@state.mn.us
Cc:
Subject: MN Board of Nursing - Auto Verification License Added

There were 1005 licenses added on Wednesday, December 13, 2006.

License Added: L 3360-8	WEITZEL, EVELYN JANET	(Expired License: 11-30-2006) ***
License Added: L 3493-7	ASLESON, CAROL ANN	(Current Expiration Date: 12-31-2006)
License Added: L 4473-6	FENSKE, JEANETTE ANN	(Expired License: 11-30-2006) ***
License Added: L 4570-6	CARLSON, LEONA MARCIA	(Current Expiration Date: 12-31-2006)
License Added: L 4633-6	KOBLE, ROSEMARY THERESE	(Expired License: 11-30-2006) ***
License Added: L 4677-6	BOSELL, DORIS DARLENE	(Current Expiration Date: 12-31-2006)
License Added: L 4850-9	BLOMQUIST, YVONNE MARIE	(Current Expiration Date: 12-31-2006)
License Added: L 5835-3	WESTMAN, MARY DELORES	(Current Expiration Date: 12-31-2006)

Subsequent messages will include the licensee's license number, name, and a description of any changes that was made to license records included in the subscription within the selected time period (daily, weekly, or monthly).

From: MN Board of Nursing [Nursing.Board@state.mn.us]
To: mark@lynmark.com; David.Jacobsen@state.mn.us
Cc:
Subject: MN Board of Nursing - Auto Verification License Data

Changes have occurred with the licensees within your subscription.

Below are the changes:

License Number: L 26923-6 BRIERCLIFFE, LINDA SUE
Activity on 12-14-2006: License Renewed: New Expiration Date = 12-31-2008

License Number: L 55622-4 ENGBRETSON, KARLY JO
Activity on 12-14-2006: License Renewed: New Expiration Date = 11-30-2008

License Number: R 61382-4 OWINGS, KATHLEEN MARIE
Activity on 12-14-2006: License Renewed: New Expiration Date = 12-31-2008

You will not receive an email message if no changes are made to your subscription during your designated update period.